

AMLER Funding Application Tips

Disclaimer: This document is intended to provide suggestions and clarifications that will assist applicants in completing the application process. It is not a complete description or explanation of everything requested in the application and is intended to address frequently asked questions and help applicants avoid common errors and omissions. Applicants are solely responsible for ensuring that each application question is adequately addressed as worded, that each document requested by the application is provided, and that the project meets all federal and state requirements.

General Tips:

- Read OSMRE's AMLER Guidance document and the AMLER Terms & Conditions.
- Read through the entire application. Follow the instructions located near the end. Provide all requested information and attachments. All submissions must be electronic.
- These are federal funds passing through an agency of the Commonwealth of Virginia. Adherence to all applicable federal and state laws, rules, and regulations is required including 2 CFR Part 200 and the Virginia Public Procurement Act.
- Letters of Intent are not required, but are strongly encouraged and should be submitted as early as possible. Don't wait until the deadline. Engage Virginia Energy staff as early in the application process as possible to facilitate eligibility determination.
- Funded projects typically hire contractors to complete work associated with engineering, plans, NEPA compliance, and construction. Projects should factor these expenses as well as AML remediation (if applicable and to be completed by the proposed project) into their funding request and/or overall project cost. OSMRE currently requires an environmental assessment (EA) be prepared for each project to comply with NEPA. Additionally, applicants should appropriately budget for compliance with the Davis Bacon Act and Build America, Buy America Act (BABA).
- If a previous phase of the proposed project has received AMLER funding, clearly describe in the application how this phase has separately measurable outcomes beyond the previously funded phase(s) and distinguish in the narrative, map(s), budget(s), etc. how the AMLER funds will be used.

Submission Tips:

Application and required attachments should be electronically submitted as separate files. File names should reflect the project name type of document being submitted (e.g. project name -support letter1.pdf)

All letters of intent or support should be addressed to:

Tim Ferguson
AMLER Senior Project Specialist
Virginia Department of Energy
3405 Mountain Empire Road
Big Stone Gap, VA 24219

All submissions must be e-mailed to:

amler@energy.virginia.gov
c/o Tim Ferguson
AMLER Senior Project Specialist

General Information Page

Project Title

Avoid overly lengthy project names.

AMLER Funding Requested and Total Estimated Project Cost

Ensure these numbers align with the narrative and budget spreadsheet. If additional funds are needed to complete the project, identify funding sources and current status in the project description and budget spreadsheet as appropriate. Provide documentation of that funding was applied for or awarded.

Partners

Partners are not entities that simply provide a letter of support. Identify only those partners that will have a direct role in project management or work. The role of each partner should be outlined in the Project Description. A letter of support must be included from each partner and should also mention their role.

Summary

This section should allow the reviewer to quickly and easily understand what the project proposes to accomplish and specifically how AMLER funds will be spent. This should not be treated as an introduction to the rest of the application. Be clear and concise.

Project Details (Description)

Clearly explain and describe the project, its objectives, and what AMLER funds will be used for.

Timelines should avoid specific dates unless other factors necessitate. Instead note days/months from vetting approval.

Is additional funding required to complete the project? If so, what will it be used for and what is the current status of securing it?

For any challenges identified, explain how those challenges will be addressed.

What will the partners identified earlier in the application do? Will they have an active role in planning and/or implementing the project? Will they receive payment from AMLER funds?

Eligibility

Engage Virginia Energy staff as early in the application process as possible to facilitate eligibility determination.

AML problem types (i.e. features) can be found on OSMRE's website ([Priority 1&2](#) and [Priority 3](#)). Known locations of features and past AML reclamation project sites can be found on the [Virginia Energy Interactive Map of Abandoned Coal Mine Lands](#).

AMLER funds cannot be expended on a site with an active surface coal mining permit. Surface mining permit boundaries can be found on the Virginia Energy [Interactive Map of Southwest Virginia Coal Mined Lands](#).

Any AML features used for eligibility should have attached pictures, clearly identified geographic coordinates, and note whether remediation is planned using AMLER funds.

Economic and Community Development Nexus

Describe economic and community development needs or goals that will be met or achieved. Identify any relevant objectives included in strategic / comprehensive plans (local, regional, or otherwise).

Outcomes

Include tangible and/or quantifiable outcomes such as linear feet of road constructed, number of homes served by infrastructure installed, etc. Provide estimates to the extent possible. Amount of funding expended is not an outcome. Refer to OSMRE's AMLER Guidance Section III and Section VII for example metrics.

Budget

The proposed budget should account for all anticipated and required expenditures associated with the project. If additional funds are needed to complete the project, identify funding sources and current status. Describe additional funding needed elsewhere in the application as appropriate. Documentation of additional funding already secured and applied for must be attached.

Using the downloadable budget template spreadsheet, a more detailed breakdown of the expense categories may be provided, but clearly show where any added line items fit in the pre-defined categories.

Due to a soft cost limit of 10% for AMLER funds, the project must adhere to the limit, justify exceeding the limit, or secure separate funding to make up any difference needed. Soft costs include project management, project development costs such as professional services for engineering, architectural design, NEPA document preparation, environmental studies, and permits as well as inspections and other services during construction. Information justifying the need to exceed 10% may be provided in the additional comments section.

Logistics

Project Designs

Project plans are not required at time of submission, but please attach if available. Preparation of plans, if not already complete, should be factored into project costs as appropriate.

Project Area Ownership/Operation

This information may be included earlier in the application as a necessary part of the project description, but is specifically requested to be identified here. Select the appropriate choice for the owner/lease arrangement and expand on those details in the following question.

Operation and Maintenance Costs

Describe how the project will be maintained or sustained once completed. Will revenue be self-generated? Will ongoing support from a public body be required? If so, is that committed in a letter of support?

Attachments

All attachments are REQUIRED unless otherwise specified.

Attachment should be submitted as separate files.

The project budget summary should be listed in the table provided in the application. A separate budget attachment that further breaks down the line items may also be provided at this time. A more detailed budget will be required if the project is selected for further vetting review by OSMRE.

Site photos should be on-the-ground photos of the project location, any AML features, etc. Filenames should be descriptive or the photos may be captioned within a document.

Professionally appearing maps are preferred, but are not required. Self-generated maps using Google Earth or hand-drawn maps (preferably overlaid on aerial imagery) are acceptable.

Letters of support are required from project partners. Letters from other relevant parties should be included as appropriate.

If other funding sources will be utilized and the status is anything other than “will apply”, provide documentation reflecting that status.

Project designs/plans are not required at time of submission, but should be attached if available. Preparation of plans, if not already complete, should be factored into project costs and timeline as appropriate.